Nicole B. Dela Cruz

Irish Joy Haque

Ma. Jannel Maicah S. Geron

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1. Paste pictures.
2. Makes tables
3. Put borders
4. Put shapes and lines
5. Wordart
6. Cliparts
7. Adjust paragraph
8. Margins
9. Spacing
10. Indentions
11. Capitalizations
12. Bullets
13. Strikethrough
14. Underline
15. Color fill
16. Choosing font color
17. Font size
18. Fonts
19. Justification
20. Numbering
21. Hyperlink
22. Header
23. Footer
24. Date
25. Signature line
26. Dictionary
27. Thesaurus
28. Equation
29. Symbol
30. Smart art
31. Orientation
32. Watermark
33. Page color
34. Effects
35. Theme
36. Size
37. Columns
38. Number page
39. Endnote
40. Citation
41. Style
42. Apa style
43. Bibliography
44. Cross reference
45. Insert caption
46. Insert index
47. Table of contents
48. Clip board
49. Sorting
50. Spelling and grammar review
51. Ruler
52. Guidelines
53. Translate
54. Balloons
55. Text box
56. Subscript
57. Copy
58. Paste
59. Undo
60. Redo
61. Save
62. Open new document
63. Page break
64. Symbol
65. Date and time
66. Object

We were able to identify 66 things that can be done in MS word.